

Adding Supplier Contacts

This document is a quick reference guide for users wishing to add additional supplier contacts in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: <https://spo.az.gov/>.

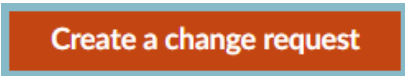
In order to add supplier contacts, select My Company Information under General Info and select Create a Change Request. Click the Create a Contact button and fill out the requested information.

When a supplier is adding additional contacts to their supplier record, there are 3 potential roles that can be assigned to a contact. Please note that a supplier contact can have multiple roles:

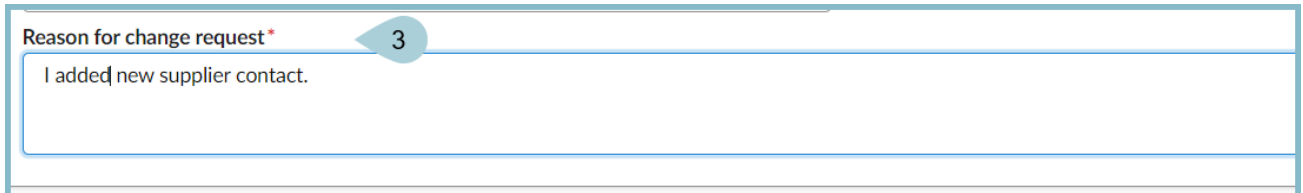
1. **Supplier Admin** — Able to see all transactions, sourcing events, performance assessments, and submit change requests to the supplier profile.
2. **Supplier Contact Global** – Able to see all transactions, sourcing events, or performance assessments.
3. **Supplier Contact** — Able to only see transactions, sourcing events, or performance assessments related to them

Adding a Supplier Contact

1. From any page in APP, select **My Company Information** from the **General Info** dropdown menu.
2. Click **Create a Change Request**.



3. While in the Company Information left margin tab, fill in the **Reason for change request** field.



Reason for change request* 3

I added new supplier contact.

4. Scroll down to the Main Address Section and complete the **Phone Number** field.

The screenshot shows a 'Main Address' form with a map at the top. The map displays a location in Malden, MA, near George J. Terpening Sr. Memorial Park. Below the map are several input fields: 'Address Label' (Nasco Healthcare), 'Main Address' (16 Simulaids Dr), 'Zip Code' (12477), 'City' (Saugerties), 'State' (New York), and 'Country' (UNITED STATES). The 'Phone Number' field contains '555-555-5555'. A blue callout bubble with the number '4' points to the 'Phone Number' field.

5. Click the **Contacts** left margin tab.
6. Click the **+ Create Contact** button.

The screenshot shows the 'Supplier contacts' section. At the top, there is a header 'Supplier contacts' and a blue callout bubble with the number '6' pointing to the '+ Create Contact' button. Below the header are two buttons: '+ Create Contact' and 'Select Existing Contact'.

7. In the Identity section, enter the **First Name**, **Last Name**, **Email** , and **Position** of the contact.
8. Complete the **Phone** field in the Phone section.

Supplier contact management

Save Save & Close Close

Identity

Gender First Name* Owner Last Name*

First Name: Nancy Owner Last Name: Drew

Email* Position ⓘ*

Email: ndrew@mysimulaid.com Position: Supervisor en

List of languages

English

Last Modified Date

Phone

Phone*

555-555-555

Cell Phone

Fax

Photo

Add a picture

9. Scroll down to the Address section and complete the **Phone** field.

Main Address

Map Satellite

Address Label

Nasco Healthcare

Main Address ⓘ*

16 Simulaid Dr

Zip Code* City*

12477 Saugerties en

State* Country*

New York UNITED STATES

Phone Number*

555-555-5555

10. Click the **Save and Close** button at the top of the page.
11. Select a **Role** for the contact that was added. Multiple roles can be selected for a contact.
12. Click **Save**.
13. Click the **Mail** icon in the Login Creation and Forgotten Password columns to send the contact their login and password information.
14. Select the applicable **Profile** code on the Invitation to log into the application pop-up.
15. Click **Send notification**.

16. Close the **Invite a supplier contact to login** pop-up.
17. Click **Submit for Approval**.



Note: After a user has been added as a contact on the **Contacts** tab, the user that added them to the supplier account should click on the **Mail** icon in both the **Login Creation/Forgotten Password** columns so that the contact receives their login and password information via email. The new contact can then use this information to access their APP account.

Resources

Click the link below for more information on adding supplier contacts in APP:

<https://spo.az.gov/suppliers/app-support/quick-reference-guides>